

## **Long Island Board of REALTORS®**

Job Title: Government Affairs Director (GAD) - Queens

Status: Full Time, Exempt

Reports to: Senior Director of Public Policy and Government Affairs

*This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments*

### **POSITION SUMMARY:**

The Queens GAD will be responsible for managing and administering local governmental affairs activities for the Long Island Board of REALTORS® (LIBOR) in support of the real estate industry on behalf of its more than 30,000 members. LIBOR's territory includes Nassau and Suffolk counties and Queens. The Queens GAD will join a dynamic team of government affairs professionals and be primarily focused in the association's Queens Jurisdiction. This position includes coordination with both the National Association of REALTORS® (NAR) and the New York State Association of REALTORS® (NYSAR).

### **ESSENTIAL RESPONSABILITIES:**

Committee Liaison: Staff liaison to the Queens Government Affairs Committee. Works with the Sr. Dir. of Public Policy and Gov. Affairs, committee chair, and vice-chair to set agendas, invite guest speakers to meetings when needed, and educate the committee on the association's advocacy efforts. Works with committee to identify issue priorities, action strategies, and record meeting minutes. Updates the committee on federal and state collaborative efforts from NAR and NYSAR.

Advocates: Based on issue priorities, works with Sr. Dir. of Public Policy and Gov. Affairs on advocacy efforts on behalf of the association on a local level. Works directly with lawmakers and regulators to monitor issues, and educate them on association positions; including but not limited to fair housing and increasing minority home ownership.

National/State Connection: Collaborates with NAR on both federal candidates and issues. Collaborates with NYSAR on both state candidates and issues.

REALTOR® Party Efforts: Supports and assists in implementing Calls for Action, assists in writing grants to utilize REALTOR® Party initiatives available through NAR and NYSAR. Encourages participation in the Broker Involvement program, and uses the Land Use Initiative to review local ordinances.

REALTOR® Political Action Committee (RPAC): Collaborates with Government Affairs department staff on fundraising activities and initiatives within jurisdiction and may assist with executing fundraising events to meet association's fundraising goals. Works with the qualified Government Affairs Committee members to identify candidates for support.

Coalitions: Builds relationships with local community groups, trade associations, and non-profits on Long Island and Queens to assist in furthering issue priorities.

Communications and Education: Write articles for the newsletter, social media, and uses other communication platforms to educate the association membership about ongoing advocacy efforts and supported candidates. Assist association in providing applicable educational opportunities to members in the realm of advocacy and RPAC.

Core Standards: Has active involvement and collaborates with department insure related NAR Core Standards are achieved annually.

Other duties as assigned by the Sr. Dir. of Public Policy and Gov. Affairs and the CEO.

#### **QUALIFICATIONS & PROFESSIONAL SKILLS:**

- Bachelor's degree preferred
- 3-5 years' experience in governmental affairs with solid knowledge of the New York City government and New York City Council legislative process.
- Knowledge of New York State and New York City campaign finance and lobbying regulations. Will have to register as a lobbyist in NYS, NYC, Nassau and Suffolk Counties.
- Excellent interpersonal and communication skills; both verbal and written. Public speaking will be expected in this role
- Ability to take complicated information and communicate it simply.
- Maintain relationships with multicultural partners and groups
- Provide outstanding customer service regardless of member abilities
- Provide additional accommodations as needed to ensure that all members are having a positive experience

#### **WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

1. Travel to include a number of national meetings, state meetings, and meetings across Long Island and Queens.
2. Ability to work flexible hours including early morning and evening hours as association events, government meetings, and community events may require.
3. Ability to walk, stand, and sit for long periods of time.
4. Must be able to lift and carry supplies weighing up to 30 pounds.
5. Ability to stand or sit while maintaining alertness for several hours at a time.
6. Position may require bending, leaning, kneeling, and walking.
7. Ability to speak concisely and effectively communicate.

8. Visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency.
9. Ability to view/enter data for long periods of time.
10. Ability to work flexible hours including early morning and evening hours as association events, government meetings, and community events may require.